

DEAN, INNOVATION AND GRANT INITIATIVES

JOB SUMMARY

Under the direction of the area administrator, provide oversight and expertise for grants development and resource development activities of the District and provides support in other major planning and strategic innovation efforts. This position supports the District in building visibility and resources, in addition to cultivating and strengthening relationships with a broad range of constituencies to encourage the advocacy of, investment in, and support of the District's initiatives, programs, and students.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements and duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

1. Serve as a key advisor to the area administrator on strategic matters related to grant opportunities, grant development and management, and other related administrative concerns; research, identify and recognize external opportunities that present viable funding opportunities matched to district goals, priorities, and search requests; create, design, and implement processes, procedures, and materials related to grant operations and management. create and maintain systems for dissemination of information about external funding opportunities and other grants-related information; assist managers, staff, and faculty in grant implementation to include instruction on internal procedures and compliance.
2. Provide leadership, planning and coordination in the development and submission of proposals district-wide; provide technical assistance in the planning, writing, program design, budget development and evaluation of grant proposals.; collaborate with Institutional Research and Planning to identify data for needs assessment and background information in developing proposals; track District resources allocated to grants (staff assignments, facilities, etc.).
3. Collaborate in designing overarching plans for implementing strategic innovations and initiatives, as well as provide support for District units to design and deploy innovative strategies; support efforts to secure external funding for innovation initiatives, including grants.
4. In collaboration with the Foundation administrator, oversee the identification of business, government, and educational partnerships to further the strategic goals and initiatives of District areas and departments; assist in supporting the District in advancement initiatives and activities, managing engagement of prospects for major District priorities, providing research, and conferring on strategies.
5. Coordinate initiatives and innovation projects that require multi-departmental, cross- divisional collaboration; assist in systems redesign and integration of strategic goals, performance metrics and accountability structures; assist area administrator in planning, organizing, and overseeing special projects and initiatives; ensure all projects and assignments comply and are understood by all departments and stakeholders.
6. Coordinate with appropriate dean to monitor institutional frameworks, including strategic initiative and project planning cycles, program review alignment, and outcomes assessment integration; collaborate in evaluating feasibility, risk, and resource allocation for new strategic initiatives and projects. coordinates District's program review and assessment; guide data-guided decision making related to program review and resource allocation.

7. In collaboration with the Foundation, serve as the District liaison , playing a visible role in advancing new and existing relationships that lead to increasing levels of District support; build strong working relationships with local, state, and federal officials.
8. Meet with internal and external stakeholders to ensure that they are aware of the District and its activities related to the area of responsibility; oversee the identification and advise the area administrator of significant public policy issues that can be leveraged to support the District's objectives, and direct staff to create and implement plans to leverage them.
9. Collaborate with appropriate departments to advise administration on initiatives, strategic goals and objectives, special project status, and challenges needing attention, evaluation, resolution, and decisions.
10. Assist in evaluating all program structure, systems, policies, and procedures and implement changes as needed; ensure all elements of the operation are consistent with legal requirements and best practices.
11. Participate in interviews and offer recommendations for selection of job applicants; manage, direct, and evaluate the work of assigned staff in the area of responsibility.
12. Analyze budget needs and controls; develop and recommend appropriate budgets; supervise expenditures, maintain fiscal controls; collaborate preparation and administration of annual program budgets across areas of responsibility; ensure proper policies and procedures are in place for accounting, fund management reporting, and external audits.
13. Prepares, reviews, and presents reports, various management and information updates, and reports on projects as assigned; conduct special projects and studies requested by the area administrator.
14. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Federal, state, and local laws, codes, and regulations related to grants.
2. Funding mechanisms and sources of funding for higher education.
3. Relevant government departments and industry associations responsible for expanding District organization, operations and objectives.
4. Principles, concepts, and practices of grant development and administration.
5. Local, regional, statewide and national trends and advancement issues facing higher education and the basic tenets of community college education.
6. Relevant computer systems and applications.
7. Organization, functions, and inter-relationships of operating units and programs of the District
8. Principles and practices of organization and management.
9. Principles and practices of business and public administration.
10. Principles of supervision, team building, and training.
11. Governance structures, regulations, and board processes.
12. Policy trends.
13. Institutional planning processes.
14. Project management.
15. Effective strategies for building partnerships with elected officials, community-based organizations, and other external stakeholders.

16. Communication strategies, media relations, and crisis communication.

Skills in:

N/A

Ability to:

1. Formulate a clear organizational vision and operational goals and objectives for institutional advancement initiatives.
2. Establish and implement a comprehensive program of reporting and communication.
3. Develop and implement the operating policies required to achieve goals and objectives.
4. Interpret, apply, and explain principles and legal provisions pertinent to an advancement program.
5. Anticipate conditions, plan ahead, and establish priorities; act independently and promptly to situations and events.
6. Translate strategic thinking about complex challenges and organizational gaps into executable plans to deliver on strategic goals and solve problems large and small.
7. Integrate technology into business decisions and operations.
8. Effectively communicate complex information concisely and in understandable terms.
9. Foster trust and confidence; earn support from internal and external constituencies.
10. Maintain current knowledge in the latest technology and trends related to functional areas, including hardware and software capabilities.
11. Establish and maintain effective working relationships with constituency groups, officials and representatives of public, organizations, and employees.
12. Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.

QUALIFICATIONS AND REQUIREMENTS

Education and Experience:

1. A Master's degree from an accredited institution in one of the disciplines taught in the district or in education, administration, or a related field; AND
2. Five (5) years of professional experience in grant development and management, resource development activities, or experience leading district-wide innovation initiatives; OR
3. An equivalent combination of education, training, and/or experience; AND
4. Experience must include three (3) years of experience in a leadership or supervisory role.

Licenses and Certifications:

Travel will be required for this position between District locations. Incumbent will be responsible for securing transportation to assigned locations.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Must be able to work in a standard office setting and use standard office equipment, including technological devices; to communicate with individuals at various District and meeting sites; the ability to understand and comprehend written and electronic materials; the ability to receive, review, and respond to communications in person, before groups, and over the telephone and through various media. This is primarily a sedentary office classification although movement between work areas may be required. Positions in this classification occasionally may need to physically reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.